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MINUTES

25X1A

DD/S STAFF MEETING

25 April 1972

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3. Comments About Equal Employment Opportunities -- Mr. Coffey

a. Mr. Coffey said that [REDACTED] the Agency EEO Officer, has been seeing each Deputy Director in order to further the Deputy's education in the Agency's EEO program.

b. Mr. Colby has been very explicit in his instructions to the Agency EEO Officer and to the whole Agency. Agency EEO goals will be established and checkpoints will be reviewed on a semi-annual basis to see how we are progressing toward our goals. Additional emphasis is being placed on the Office Directors as the action agents in carrying out the Agency EEO program. The screening of minority applicants' files should become the personal interest of the Office Heads.

c. Three critical Agency EEO goals are:

- (1) Promotion of blacks above GS-09;
- (2) Promotion of women above GS-12; and
- (3) The recruitment and entering on duty of more black professionals.

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Regarding (3) above, potential black professional employees should be given an idea of how their careers might progress beyond the entry level job. Broadening assignments should be given to minority employees to aid them in competing for better jobs during their careers.

d. Mr. Coffey closed his comments by emphasizing that he views the EEO program as a serious and important matter.

4. Support Directorate Security Violations During March 1972 -- Mr. Coffey. The Directorate had three security violations during March 1972. Sharing in the total number of security violations were: OC with one; OMS with one; and OTR with one.

5. Around the Table

25X1A Mr. Fisher said that he has been reviewing recent exit process interviews. He will be sending samples to concerned senior administrative officers. He hopes that they will read the significant ones. Mr. Fisher said that clerical employees leaving the Agency often state that they did not have enough to do in their jobs. Mr. Fisher also noted that clericals are quitting barely after EODing. Mr. Fisher also said that courier turnover is a real problem.

25X1A [REDACTED] said that the 24 April 1972 deadline for implementing the draft of the new Executive Order on declassification has been met. The Agency's in-house directives implementing the new Executive Order have to be sent to the NSC Review Committee by 1 June 1972.

25X1A [REDACTED] said that WH Division has been briefed on the Agency's language development program. The first running of an SB Division sponsored course for military attaches has been completed. The course is designed to familiarize the attaches with the Agency's interests and problems regarding the Soviets. The first course's attendees were military attaches going to Latin America. The course may be expanded to include military attaches going to parts of the world other than Latin America. Colonel White will address the Midcareer Course around 1 May 1972. Speaker scheduling problems have been encountered in preparing for the on-going Midcareer Course. Mr. Cunningham will be speaking at Princeton University on 28 April 1972.

[REDACTED] said that GSA is beginning an "agency liaison program." This program provides a GSA man to act on significant problems affecting GSA and a given agency serviced by GSA.

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